

Attendant Care Meeting Agenda

Wednesday – April 26, 2007

I. Welcome/Introductions

II. Approval of Minutes

III. Update from Other Sub-Groups/Steering Committee

IV. PCA Rights and Responsibilities – Finalize and Approve

V. Review and Edit Handbook – Arkansas Training Manual

VI. Other (if time permits)

- Finalize Attendant Training Module

VII. Timelines/Objectives

VIII. Future Meeting Dates

IX. Responsibilities for Next Meeting

X. Adjournment

Consumer Directed Care – Attendant Care Sub-Group

Date of Meeting: April 26, 2007

Minutes Prepared By: Julie Bubul/Cheryl Davis

1. Purpose of Meeting

- Member Introductions
- Topics for Consideration
- Identify Items Needing Further Research
- Define Meeting Framework

2. Attendance at Meeting

<i>Name</i>	<i>Company</i>
Gwen Dean	ABIL
April Charpiot	
John Black	AHCCCS
Jane Kjeldness	Heart Felt Help
Denise Chambers	P/GLTC
Jutta Ulrich	DES/DAAS
Jolynn Thomas	Yavapai County LTC
Julie Bubul	P/GLTC

Absent: Joanne Hlmer – Evercare, Donna Van Der Zee – Pima Health, Jakenna Lebsock – P/GLTC, Fernando Cruz – ABIL,

3. Meeting Notes, Decisions, Issues

PCA Rights and Responsibilities – Finalize and Approve

- The PCA Rights and Responsibilities revisions were reviewed and approved.
- Group plans to recommend to the Steering Committee to determine a standardized name.
- Gwen distributed the training section from 2002 Governor's Ad Hoc group that looked at workforce.
- Citizens Workgroup made recommendation for what should be included in a core curriculum caregiver training with input from DES, AHCCCS, DHS, ABIL, AIRES, and the Foundation for Senior Living.

Review and Edit Handbook – Arkansas Training Manual

- Compared Arkansas Manual and Gwen's Material
- It was agreed to use the Arkansas Manual as the main model and pull information from Gwen's training as needed.
- Communication Skills
 - Arkansas and Gwen's material contain the same information
 - Arkansas Manual focused primarily on CDC
- Assignment of Sections
 - Communications – Denise
 - Stress Management – Jane
 - Legal and Ethical – Jolynn
 - Infection Control – April

3. Meeting Notes, Decisions, Issues

- Cultural Competency – John
- Fire, Safety and Emergency Procedures – Jutta
- Personal Care – Gwen
- Completed Sections should be forwarded to Jakenna/Julie. Once all sections are completed, and before the next scheduled Steering Committee meeting, this group should meet.
- The PCA Rights and Responsibilities should be part of the employee packet.
- The handbook should stay with the member to use as a reference as the consumer will be the trainer. Case Managers can make the handbooks available.
- Should incorporate the PCA training into the member's handbook
- An orientation packet to leave with the attendant worker needs to be developed
- In order to assure no duplication, April will compare the Member's Handbook and PCA training and consolidate into one manual with clearly marked sections.
- Reviewed the Orientation Section of the Arkansas Manual and suggested Arizona senior Choice – ASC as a name for service options.
- Need to research how other programs handle children, pets, and other items related to Legal Issues.
- Group got through Page 19.

4. Action Items

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Status</i>
Review Arkansas PCA Manual – critique it and decide what changes should be made; will review at next meeting	All members	05-17-07	Ongoing
Update list of Rights and Responsibilities	Jakenna	4/26/07	Completed
Send training components to Jakenna; copies will be made for all group members	Gwen; Jakenna	4/19/07	Completed
Revise and provide copies of forms being used by Member Group	April; Jakenna	05-17-07	

5. Next Meeting

<i>Date:</i>	May 17	<i>Time:</i>	11:00	<i>Location:</i>	AHCCCS (801 E. Jefferson); Ocotillo Room
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